

To become authorized to be designated as a corporate agent for service of process for other entities in California, you can fill out this form or prepare your own document, and submit for filing along with:

- A **\$30** filing fee.
- A separate, non-refundable **\$15** service fee also must be included, if you drop off the completed form or document.
- For information about expedited filing requests and current processing times, go to [www.sos.ca.gov/business/be/service-options.htm](http://www.sos.ca.gov/business/be/service-options.htm).

Any California corporation or any foreign corporation qualified in California is eligible to file this 1505 certificate as long as the corporation is active on the records of the California Secretary of State. The status of the corporation can be checked online at [kepler.sos.ca.gov](http://kepler.sos.ca.gov).

After your 1505 certificate is filed, if any of the information changes you may file a new fully completed 1505 certificate.

This Space For Office Use Only

- ① **Corporation's Exact Name** (on file with CA Secretary of State)
- ② **Corporate File No.** (issued by CA Secretary of State)

*If you don't know the file number, leave Item 2 blank.*

**Address for Service of Process** (List the complete street address in California of the office where any entity designating your corporation as agent for service of process may be served with process. Do not list a P.O. Box address.)

- ③ \_\_\_\_\_
- Street Address for Service of Process* *City (no abbreviations)* **CA**  
*State* *Zip*

**Authorized Employees** (List the names of all the persons employed by your corporation who are authorized to accept delivery of any copy of service of process, at the address listed in item 3, on any entity who has designated your corporation as its agent for service of process.)

- ④ Authorized Employees: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### Statement of Consent

- ⑤ This corporation consents that delivery of a copy of service of process to an authorized employee at the address designated in item 3 shall constitute delivery of any such copy to the corporation, as the agent for service of process.

**Read and sign below:** This form must be signed by an officer of the corporation.

► \_\_\_\_\_

*Sign here* *Print your name here* *Your business title*

Make check/money order payable to: **Secretary of State**

Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

#### By Mail

Secretary of State  
Business Entities, P.O. Box 944260  
Sacramento, CA 94244-2600

#### Drop-Off

Secretary of State  
1500 11th Street, 3rd Floor  
Sacramento, CA 95814